NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF CRIMINAL CASES

Copy Packages Available

<u>Pre-Selected Documents:</u> Includes the following documents, to the extent that they are contained in the case file: <u>Judgement, Commitment or Probation/Commitment Order or Sentence, Indictment.</u> We will make <u>no substitutions</u> for these documents. The package price includes a maximum of 20 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed the 20 pages.

Entire Case File: Includes all documents in a case file. The package price includes a maximum of 70 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 70 pages.

Docket Sheet: A list of documents filed in a criminal case action. An outline of the case. The package price includes a maximum of 20 pages. We will notify you if the total number of copies will exceed 20 pages.

*Certification: A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for faxed copies is not available.

If you do not want the Pre-Selected Documents or Entire Case File copied, you can make an appointment to review the file at our facility and select the documents needed, or you may contact the court where the case was closed or filed to make arrangements to review the case at the court location.

To make an appointment to review the file, call us at: 817-831-5900, Monday–Friday (excluding Federal holidays), 8:00 am to 4:00 pm

General Information

- Use a separate NATF Form 92 for each file that you request. <u>Discard this instruction sheet</u>. You must complete blocks 3-7 or we cannot search for the file. Please allow 2-3 business days for processing your order.
- If paying by check or money order, a separate payment is required for each individual request.
- We will notify you if your package <u>exceeds</u> the page limit; a \$0.50 per copy fee will need to be applied for each additional page copied.
- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be <u>faxed</u> if the page count is <u>25 pages or less</u>. All orders exceeding 25 pages will need to be mailed.
- Request may be <u>returned</u> if the necessary information is not supplied or if the credit card is declined. Case information should be obtained from the court in which the case was filed.
- Please note that contents of <u>recent cases</u> may be in both electronic and paper form. If we cannot provide you with documents you request we will refer you to the Court that adjudicated the case.
- Questions? Concerns? Contact our Research Room staff at the number shown above.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is xxxx-xxx. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. DO NOT SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF				
CRIMINAL CASES 1. LOCATIONNARA, Southwest Region — 501 W. Felix,				
Bldg. 1, P.O. Box 6216, Fort Worth, Texas 76115 Fax: (817) 334-5630 E-MAIL:TERCS.FTWORTH@nara.gov		Texas, Arkansas, Oklahoma, Louisiana		
3. SELECT COPY PACKAGE	w OK i H@nara.gov			
		Conv. Pookages Contitied		
Copy Package Not Certified		Copy Packages Certified ☐ Pre-Selected Documents Certified — \$16.00		
☐ Pre-Selected Documents (SEE PAGE 1)— \$10.00 (20 page max)		☐ Entire Case File Certified — \$16.00		
☐ Entire Case File — \$35.00 (70 page maximum)		□ Docket Sheet — \$16.00		
☐ Docket Sheet — \$10.00 (20 page maximum)		*****E-Mail & Faxing NOT Available*****		
Pages exceeding the package maximum require an additional \$0.50 per copy charge. We will notify you for approval of charges before copying is done.		Pages exceeding the package maximum require an additional \$0.50 per copy charge. We will notify you for approval of charges before copying is done.		
4. CASE INFORMATION (CALL the court in which the case was filed TO FILL IN THE BOXES BELOW)				
COURT LOCATION (city & state)	CASE NAME(S)		CASE NUM	MBER
ACCESSION/TRANSFER NUMBER	BOX NUMBER		LOCATION	INUMBER
5 DELIVEDY METHOD		- 4 1 4->-		
5. DELIVERY METHOD — e-mail (supply e-mail address to send to): ———————————————————————————————————				
□ Fax - 25 page limit □ Mail □ FedEx (additional \$25.00) □ Fed Ex Account#				
6. YOUR DELIVERY INFORMATION				
MAIL COPIES TO (please fill out et	FAX COPIES TO: (maximum 25 pages-not available for entire packages) FAX NUMBER			
NAME				
ADDRESS APT. # /SUITE #		-		
CITY		ATTENTION		
STATE AND ZIP				
DAYTIME TELEPHONE NUMBER- (THAT YOU CAN B	DAYTIME TELEPHONE NUMBER- (THAT YOU CAN BE REACHED AT)			
7. YOUR PAYMENT INFORMATION				
Credit Card Payment (by fax or mail)				Check or Money Order
CARD TYPE				
□ VISA □ MasterCard □ American Express □ Discover			Make your check or money order payable to:	
ACCOUNT NUMBER		EXPIRATION DATE	National Archives Trust Fund (NATF)	
NAME ON CARD			Mail your request form with payment to the address shown in block 1 at	
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card)				the top of this page.
NARA USE ONLY				
SEARCHER DATE		SE UNLY		
				PAYMENT:
DEMARKS	☐ Review			□ Paid
REMARKS	Date:	Time:		Check #

4